

BISHOP MONKTON PARISH COUNCIL

To all Councillors

You are summoned to attend an Ordinary Meeting of Bishop Monkton Parish Council to be held Tuesday 16th April 2024. This will take place in the Methodist Room, Bishop Monkton, commencing at 19.00 hours.

Sue Reid

Sue Reid
Proper Officer

Parish Council Meetings are open meetings, and all members of the public are welcome to attend.

AGENDA

- 2024/045** Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.
- 2024/046** To receive any apologies.
- 2024/047** To consider the apologies and decide whether to approve reasons for absence.
- 2024/048** Declaration of Interests
- a) To receive any declarations of interest.
 - b) To receive, consider and decide upon any applications for dispensation
- 2024/049** To approve the minutes of the Bishop Monkton Parish Council Ordinary Meeting held Tuesday 19th March 2024.
- 2024/050** **Public Participation** *For members of the public to raise matters. Please note that there will be no decisions made on matters raised in this session. Should there be a requirement then the matter will be brought to the agenda at the next meeting of the council.*
- 2024/051** To receive a report from Cllr Nick Brown of North Yorkshire County Council.
- 2024/052** Clerk's report. To note the clerks report.
- 2024/053** Financial matters.
- a) To approve the payments as per the schedule attached.
 - b) To note the ongoing approved payments as per the schedule attached.
 - c) To note the bank reconciliation and budget comparison as attached.
- 2024/054** Planning matters.
- a) To consider and make observations on the following planning applications.
 - Ashfield House
 - b) To note planning decisions as per attached document.
There are no planning decisions to note.
 - c) To note planning enforcements as per attached document.
 - Burngarth

BISHOP MONKTON PARISH COUNCIL

2024/055

Ongoing matters.

- a) To receive an update from the working party in relation to the plan to provide an item to celebrate the Coronation of HM King Charles III, namely the Coronation Walk and decide any action as appropriate.
- b) To receive an update on traffic calming on Knaresborough Road and consider any action required.
- c) To receive an update on traffic calming on Moor Road and consider any action required.
- d) To receive an update on the RoSPA play inspection report and consider any actions arising from same.
- e) To receive an update from Cllr Culshaw on the current position in relation to the history board.
- f) To receive an update in relation to the Deed of Easement between Yorkshire Water, Kebble Homes and Bishop Monkton Parish Council.
- g) To receive an update on the enquiries into the Pinfold following the request by the residents of Burngarth to purchase the Pinfold land.
- h) To receive an update on the provision of blue historic signs to be located in prominent positions within the village.
- i) To receive an update on the replacement of the road sign on Roecliffe Road.
- j) To receive an update on the installation of the new handrail over the bridge and decide further action if necessary.
- k) To receive an update on the terms of reference for the staffing committee.

2024/056

New matters and correspondence.

- a) To note the clerks overtime hours of 19 hours 49 minutes for March 2024.
- b) To consider communication received from PKF Littlejohn and decide further action. (*To note this is carried forward from the meeting held 19.03.2024*).
- c) To agree the format for the Annual Village Meeting.
- d) For the clerk to be informed as to the ownership of the defibrillator at the Masons Arms and any procedures currently adopted for same.
- e) To consider approval for the clerk to attend the YLCA recommended course hosted by Cloudy It.

2024/057

To agree items to be communicated to residents, and the methods to be employed.

2024/058

To notify the clerk of matters for inclusion on the agenda at the next meeting.

2024/059

The Annual Parish Meeting will be held Tuesday 7th May 2024, venue and time to be confirmed.

The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 21st May 2024 in the Methodist Room. *The latest date for members to submit items for consideration on the agenda is Tuesday 7th May 2024. (Due to annual leave the agenda will be published by 11th May 2024 for this meeting).*

BISHOP MONKTON PARISH COUNCIL

Item 2024/053

A – Payments to be approved

	Amount	VAT	Total
• Clerks March Expenses	£89.41	£18.01	£107.42
• De signs (50% deposit)	£193.50	£38.70	£232.20
• YLCA Annual Subscription	£337.00	£0.00	£337.00
• Yorkshire Accountants	£30.00	£6.00	£36.00

B – Ongoing Contractual Payments

	Amount	VAT	Total
• Clerks March Salary			
• HMRC re March Salary			
• Hugo Fox re Monthly Web Account	£19.99	£4.00	£23.99
• HSBC Monthly Account Charges	£8.00	0.00	£8.00

C – Bank Reconciliation

Bank Reconciliation to 31.03.2024

Closing Balance as at 31.03.2024 Account ****9457		£13,602.71
Closing Balance as at 31.03.2024 Account ****2818		£2,175.69
		<u>£15,778.40</u>

Opening Balance A/C ****9457 as at 01.04.2023	£10,253.38	
Opening Balance A/C ****2818 as at 01.04.2023	£2,138.85	
Income	£15,653.87	
Expenditure	£12,267.70	

Closing Balance as at 31.01.2024	<u>£15,778.40</u>	<u>£15,778.40</u>
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BISHOP MONKTON PARISH COUNCIL



Clerk To Bishop Monkton PC
Sue Reid
Chapel Villas
Dishforth
YO7 3LW

Planning Services (Harrogate Area)
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: dmst.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:

Our Ref: DCPARISH 6.54.273.D.TPO
ZC24/00825/TPO

Date: 10 April 2024

PARISH COUNCIL NOTIFICATION - PLEASE RETURN NOT LATER THAN 4 May 2024

APPLICATION NO: 6.54.273.D.TPO ZC24/00825/TPO

PROPOSAL: Works to Tree Preservation Order 24/1998 T2 ash - Fell due to declining health and increased risk of health and safety concerns to members of the public camping in the field.

LOCATION: Ashfield House Church Farm Knaresborough Road Bishop Monkton Harrogate North Yorkshire HG3 3QQ

GRID REF: E 432771 N 465949

APPLICANT: Mrs Emma Oates

PUBLIC ACCESS:

<https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA0TLMHY0EK00>

Please be aware that in a small minority of cases some documents will only be available 24 hours after the issue of this letter, therefore please do not formulate your response until you have been able to access all the information.

If you require any further information or assistance about this particular application please contact me by email, Chloe.Temple@northyorks.gov.uk.

Please indicate A, B, C or D as appropriate and input any comments below.

- A The Parish Council has no objections.
- B The Parish Council objects on the planning grounds set out below:
- C The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:
- D The Parish Council supports the application.

Date of Response

There is no need to sign this consultation response

Do not send the views of individual Parish Councillors, either as a list of (possibly conflicting) points or as a batch of separate letters. The Parish Council must form a corporate view.

Clerk To Bishop Monkton PC
Sue Reid
Chapel Villas
Dishforth
YO7 3LW

Planning Enforcement
Planning Services (Harrogate Area)
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: enforcement.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:
Our Ref: 24/00104/PR15
Contact:
Date: 11 April 2024

Dear Parish Clerk

PLANNING ENFORCEMENT

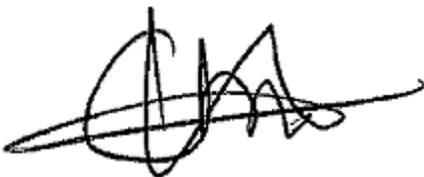
CASE NO: 24/00104/PR15
LOCATION: Burngarth St Johns Road Bishop Monkton Harrogate North
Yorkshire HG3 3QW
ALLEGED BREACH: Felling of tree in a Conservation Area

I write to notify you of a communication received on 9 April 2024 which reports a possible breach of planning control at the above location.

The nature of the communication has been summarised above.

I am the case officer, please contact me if you require any further information.

Yours faithfully



CHRISTOPHER KEDDLE
Planning Enforcement Officer
christopher.keddle@northyorks.gov.uk
01423 556559

The contents of this communication are not to be published without officer consent.

BISHOP MONKTON PARISH COUNCIL

Item 2024/056 b Communication from PKF Littlejohn (External Auditor)

I am writing to you as Chair, since we have had 'information brought to the auditor's attention' that we are required to investigate. Please note that we received the 2022/23 exemption certificate and there are no outstanding invoices due from the Council. We require nothing further from the Council in respect of the closed years at this time; however, the Council is a long way from complying with its basic statutory requirements in respect of governance and accountability for 2023/24 (and prior years 2021/22, 2022/23). Please share this email with the Clerk/RFO and all Members of the Council as a matter of urgent importance and copy me in on that email please.

I have had a look at the information that I sent the Council and at your website and note the following points:

1. There are no supporting papers published on the website either to agendas or minutes, e.g. payment schedules (so no published record of payment approvals), clerk's reports, bank reconciliations, budget monitoring reports, planning details
2. There is no internal audit report published for 2022/23 and no reference to IA in the minutes – I am aware that one IA was approached but declined the work
3. The emails that I requested to be added to the agenda as correspondence items for discussion cannot be seen on the agendas or minutes
4. The minute references on the 2021/22 AGAR Sections 1 and 2 are incorrect, in fact there is still no record of the 2021/22 AGAR having been considered and approved by the Council
5. There is no internal audit report published for 2021/22 and no reference to IA in the minutes
6. The Council's policies on the website are very out of date, no updates since 2021
7. There is no budgetary information and no risk management information published for the past 3 years
8. The Council's website is still not compliant with the following elements of the [Transparency Code](#) (see Annex A) – for 2021/22, 2022/23, 2023/24:
 - a. Expenditure over £100 (all 3 years)
 - b. Year end bank reconciliation (2021/22, 2022/23)
 - c. Explanation of 'No' responses to governance assertions on the AGAR (2021/22, 2022/23)
 - d. Internal audit reports (all 3 years)
 - e. List of councillors and responsibilities (all 3 years)
 - f. Asset register (all 3 years)
 - g. Papers of all meetings (all 3 years)

I could go on, but it is up to the Council as a body corporate to ensure compliance. The Council has not had a limited assurance review or an internal audit since April 2021. This is not acceptable. Please refer all members and the Clerk/RFO to the statutory requirements of the [Practitioners' Guide](#) (Sections 1 and 2), as well as the guidance for the internal auditor and the Council (Sections 4 and 5).

We will be contacting the Council regarding the 2023/24 year end next month. When the responses to the governance assertions in the AGAR are discussed and approved, due to the non-compliance issues noted above, we expect that the Council will respond 'No' to Assertions 1/2/3/4/5/6/7 and publish the reasons and an action plan to ensure that these weaknesses are addressed in a timely manner. The easiest way to do this when there is so much non-compliance is in a tabular fashion and then take the action plan as a standing agenda item until all actions are completed, example below:

BISHOP MONKTON PARISH COUNCIL

Assertion	Mandatory requirement from Practitioners' Guide Section 1	Explanation of failure to comply	Action agreed by Council	Responsible person/deadline
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Please ensure that these issues, this email and the embedded documents (TC and PG) are included as an agenda item at the next meeting so that all members consider their responsibilities and record their decisions regarding compliance with statutory requirements. It may be that some overtime for the Clerk/RFO will need to be approved and/or that each member will take responsibility for a particular area of control and governance.

I hope that this is helpful.

BISHOP MONKTON PARISH COUNCIL

Item 2024/056 e

We are excited to share a fantastic opportunity from Yorkshire Local Councils Associations in collaboration with CloudyIT. We're bringing to our Town and Parish Council and Parish Meeting members an exclusive training programme designed to enhance your digital skills.

What's on Offer:

- Two-Hour Fundamentals Sessions: Get to grips with Microsoft 365 basics.
- Explore the essential Microsoft 365 apps.
- Learn about the innovative AI features in Microsoft 365.
- 45-Minute-Deep Dive Sessions: Dive deeper into Microsoft Forms, Planner, OneNote, and Book for advanced learning.
-

Special Bonus: All attendees gain one-month free access to Cloudy's E-Learning Hub!

Secure Your Spot: Visit <https://www.cloudyit.co.uk/eventsandtraining/> to register.

As a Yorkshire Local Councils Associations Member, you also get exclusive access to Cloudy's comprehensive e-learning portal.

The two hour training will cost £35.00 and 45 minute session £25.00 per delegate. Take advantage of this unique chance to boost your digital know-how!